



## ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

### CODE OF CONDUCT POLICY

In order to maintain a conducive work environment in an educational institution it is imperative that a code of conduct and ethics be adhered to. This would provide a framework for all three constituents of a college, namely the teachers, students and administrative staff, with guidelines for maintaining a harmonious and pleasant work atmosphere of empathy and efficiency. This would help in creating a culture of cooperation as well as promote an atmosphere of mutual respect and inter-agential professional ethics, responsibility and human values.

#### **Composition of monitoring committee for adherence to code of conduct.**

The monitoring committee would comprise of a Convenor selected by the college and conveners of the following committees every year:

1. Convenor: Discipline Committee
2. Convenor: Anti-Ragging Committee
3. Convenor: Internal Complaints Committee
4. Convenor: Student Council Committee
5. Convenor: Caste Based Discrimination Committee

#### **CODE OF ETHICS AND RULES OF CONDUCT FOR TEACHERS**

- Faculty members must adhere to the Code of Conduct laid down by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- All faculty members must maintain responsible and appropriate behaviour consistent with their professional dignity.
- Lectures/tutorials/practicals must be engaged with strict accordance with the announced timetable schedule. The schedule once formalized cannot be reshuffled at individual will without very strong compelling reasons and due clearance from the principal.
- Classes must be held punctually for the full teaching term commencing and ending at the proper designated time.
- No element of impoliteness, aggression, coercion or inappropriate address of any sort is not acceptable in an educator. This does not amount to indulgent or permissive laxity on the teacher's part. Discipline is a two-way street and the teacher's attitude in this respect may be summed up as a healthy balance of the "firm and friendly" approach.
- Any shade or hint of discrimination or debasement of students' personal or collective dignity is unacceptable. All faculty members must be impartial, encouraging and



empathetic in their behavior towards all students, regardless of their caste, creed, gender, ethnicity, persuasion, socio/economic background or physical identity.

- They must refrain from inciting students against other students, faculty members or the administrative staff. Students must be advised to route all grievances and/or petitions through proper channels and in compliance with protocol laid down thereof.
- Teachers should scrupulously desist from making any discriminatory comments against other faculty members, administrative staff or students based on gender, age, sexuality, caste or religious identity and show sensitivity towards those around them. It is the task of educators not just to impart knowledge and information, but also model the principle of healthy, mutually supportive coexistence in all social/human settings. This means in effect modeling the value of team spirit rather than one-upmanship calculated to further one's own standing by overtly or subtly devaluing or undermining others.
- Any activities or mobilizations calculated to foment an invidious, acrimonious or disruptive atmosphere is deeply damaging and cannot be tolerated in an institution of higher education.
- All forms of abusive behavior, verbal/non-verbal, or harassment of a gendered, sexually coloured, identity or status debasing nature, towards any fellow staffer or student is strictly prohibited. Such transgressions should be taken as violative of one's professional code and may be dealt with through the rules and for a set up for such situations.
- The entire campus is designated as a non-smoking zone; accordingly all constituents are expected to comply with this health friendly expectation.
- The interiors and outside environs are our collective wealth and should be treated by each stake holder with due respect to their importance. Any behavior or acts ranging from such actions as spitting, littering, casting of non-biodegradable articles, trampling on plants and flora, going all the way up to anything approaching vandalism. Violence towards non-human species cannot be acceptable in a humane institutional setting.

### ***CODE OF CONDUCT FOR STUDENTS***

- Since the imparting and assimilation of knowledge is where college life begins, all students without exception are expected to attend their lectures/tutorials/practicals in accordance with their timetables and in fulfillment of optimal attendance requirements. Notwithstanding the minimal technical expectation, each student should aim at full attendance in all classes.
- Every student is expected to behave with discipline and due decorum. She/he must consciously cultivate appropriate behavioral presentation and observe norms of propriety.



- They must observe silence when classes are in progress. Students may on no account indulge in shouting, noisy loitering, or any form of rowdy/unruly behaviours which disrupt teaching and disrupt the peace and quiet of the college atmosphere.
- A student must at all times carry the college identity card which may be produced at the time of entry into the college and furnish it for inspection when so required by authorized members of staff or the college administration. A person not carrying an identity card will be treated as an outsider and disallowed entry. (Students from other institutions will gain entry only on production of appropriate authorization from their parent institution.)
- Ragging is strictly prohibited and will incur corrective action as prescribed.
- The harmonious and peaceful atmosphere of the college must not be disturbed at any point of time in the name of celebrations of any kind. Appropriate norms of behavior must continue to apply at times of different cultural festivities as such.
- Nodal events such as cultural festivals, music nights, student elections and inter-college exchanges of different kinds add colour and training in democratic processes and artistic expression by members of the student body. It is however imperative that such valuable events and high points that mark college life be not subverted or vitiated in ways that lead a good thing being derailed and causing damage to college amity or decency by expressions of fracas, violence or vulgarity of any kind. Students including those placed in responsible positions or seeking leadership roles must conform to the highest standards of public decency and set an example.
- While appropriate expression of student aspirations, grievances and demands form a natural and a healthy part of college life, modes of protest or assertion degenerating into unruly or rowdy demonstrations or anything approaching uncivil arm-twisting, blackmail, or any manner of anti-social behaviours will be dealt with utmost firmness.
- Legitimate grievances may be routed through proper channels and may be submitted through duly designated student representatives. At all times civility of approach and address must remain a non-negotiable expectation.
- All forms of abusive behavior, verbal/non-verbal, or harassment of a gendered, sexually coloured, identity or status debasing nature, towards any staff member or fellow-student is strictly prohibited. Such transgressions should be taken as violative of human values, decency and propriety, and therefore shall be dealt with in the strictest terms by the authorities.
- Any form of eve-teasing or stalking by either gender will be taken as a serious transgression and will not be tolerated by the college authorities.
- Defacement/destruction of college property is strictly prohibited. Any student found doing so will face serious repercussions. University education is a privilege only a few can avail; therefore, students must learn to respect and appreciate the advantages that the college provides for their benefit.
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### ***CODE OF CONDUCT FOR ADMINISTRATIVE STAFF***

- Code of Conduct for the administrative staff is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- The administrative staff is mandated to be present in the college during prescribed working hours.
- All non-teaching staff is required to observe norms of punctuality and a disciplined work ethic.
- Within the college context non-teaching staffers perform a distinct role which arises from the nature of functional task within an educational setting. A prime aspect of this has to do with points of interface amongst non-teaching staffers and students: (i.e.: admissions, selection of courses, convening of concerned class groupings; collation of IA grades, maintenance of records; exam time formalities and the conduct of examinations.) Therefore, all interactions with the students must be mutually polite and courteous.
- They must maintain the highest levels of transparency, accountability, probity and confidentiality wherever required, when dealing with records of students, faculty, staff members or other sensitive, executive and financial matters.
- Just as students and teachers are expected to behave in decorous ways the administrative staff must also behave in kind towards students, fellow colleagues and faculty members.
- All forms of abusive behavior, verbal/non-verbal, or harassment of a gendered, sexually coloured, identity or status debasing nature, towards any fellow staffer or student is strictly prohibited. Such transgressions are violative of all norms of professionalism and decency and will be dealt with seriously.
- The administrative staff must refrain from any form of unlawful discrimination regarding matters of gender/sexuality/age/marital status, or socio-economic background, in their behaviour towards their colleagues, teaching staff or students.
- The entire campus is designated as a non-smoking zone; accordingly, all constituents are expected to comply with this health friendly expectation.



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*Disclaimer: The Policy was last updated in the year 2019-20*